

NASA Headquarters
Washington, DC 20546

HOWI8680 M011
REVISION BASELINE
DECEMBER 14, 1998

CODE M SHUTTLE PAYLOAD MANIFEST PROCESS

(Conforming to ISO 9001 Quality System Requirements)

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NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 1 of 9

Code M Shuttle Payload Manifest Process

December 1998

Original Approved and signed by

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NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 2 of 9

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NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 3 of 9

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 DEFINITIONS	4
4.0 REFERENCES	4
5.0 FLOWCHART	5
6.0 SHUTTLE PAYLOAD MANIFEST PROCESS STEPS	7
7.0 RECORDS	9

NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 4 of 9

1.0 PURPOSE

The purpose of this OWI for the Shuttle Payload Manifest Process is to document the activities associated with the receipt and processing of requests for space transportation services and for managing the development and maintenance of the Space Shuttle Manifest.

2.0 SCOPE

This OWI applies to NASA Headquarters, Code M personnel who are responsible for processing the NASA Form 1628, establishing consolidated payload priorities and baselining the Space Shuttle Manifest.

3.0 DEFINITIONS

The following definitions provide assistance in understanding the process documented in this OWI.

3.1 *Payload*

A specific complement of instruments, space equipment, and support hardware carried into space to accomplish a mission or a discrete activity in space.

3.2 *Flight Assignment Working Group (FAWG) Planning Manifest*

A working schedule of payloads planned for flight on Space Shuttle missions.

3.3 *Baseline Manifest*

An approved schedule of payloads assigned for flight on Space Shuttle missions.

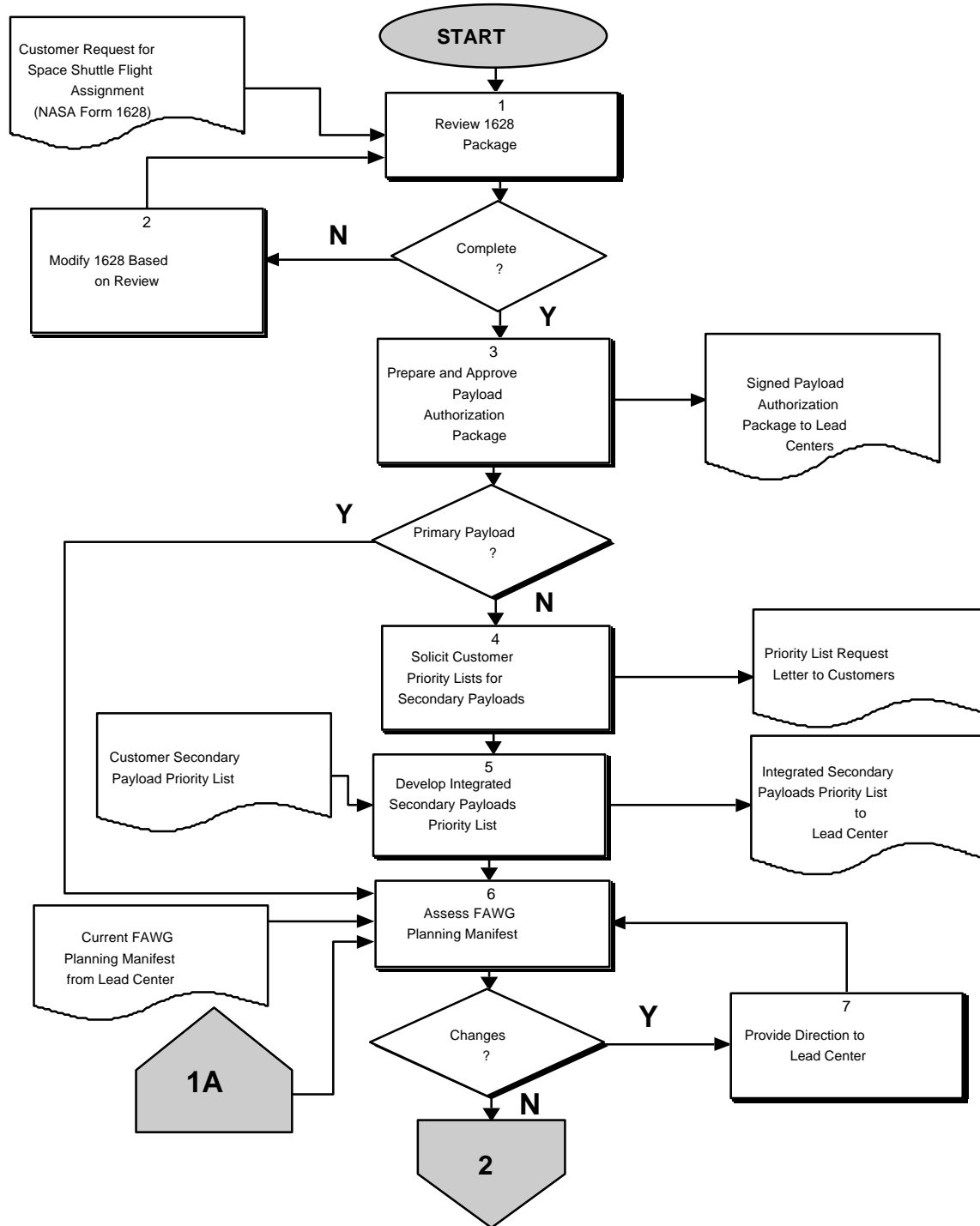
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

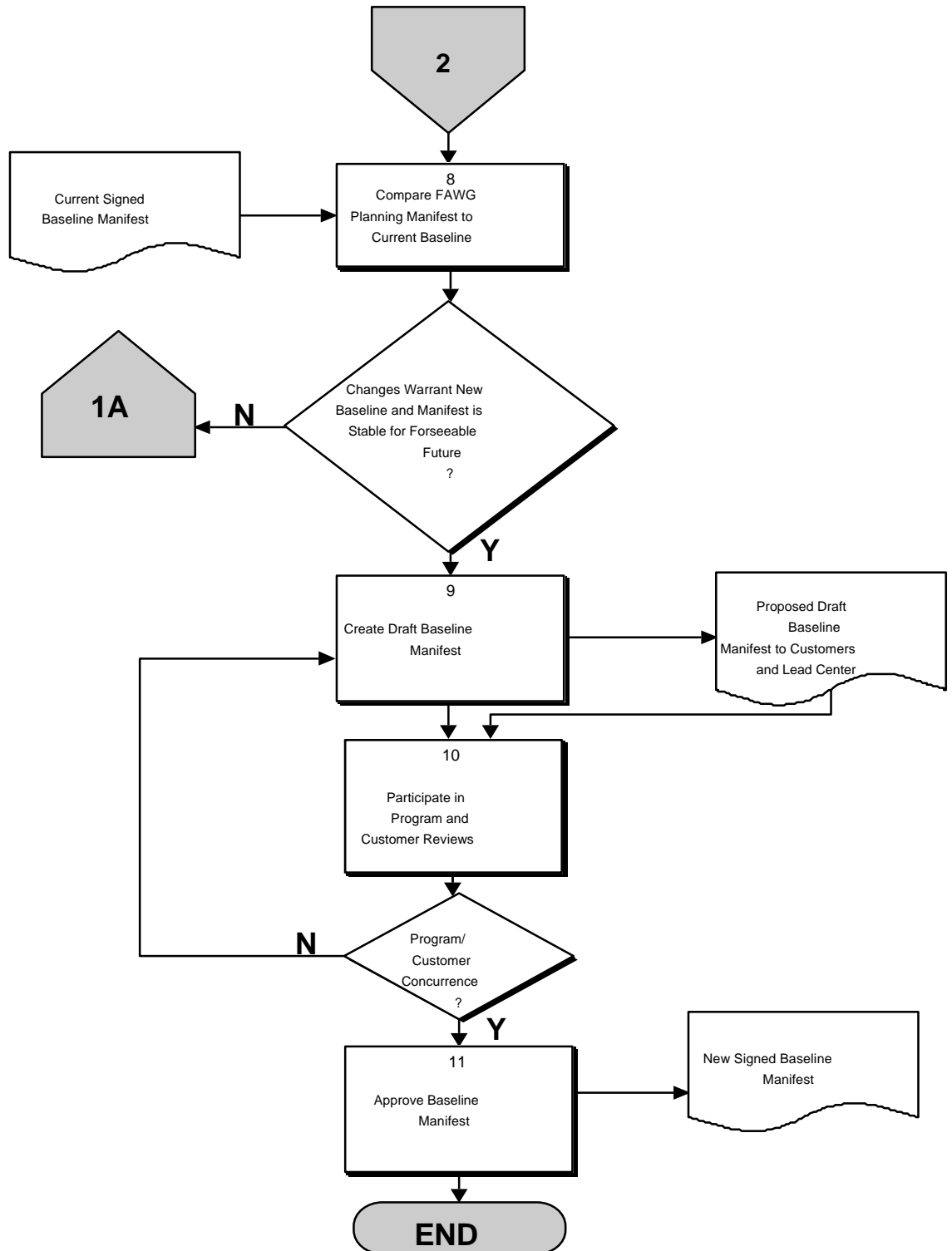
NPD 8610.12D	Office of Space Flight (OSF) Space Shuttle Services for NASA and NASA-Sponsored Payloads
NASA Form 1628	Request for Space Shuttle Flight Assignment
HQSM 1200.A.1	Headquarters Quality System Manual

NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 5 of 9

5.0 FLOWCHART



NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 6 Of 9



NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 7 of 9

6.0 SHUTTLE PAYLOAD MANIFEST PROCESS STEPS

NPD 8610.12D establishes the policy for obtaining Office of Space Flight (OSF) provided/arranged space transportation services. These services include all aspects of scheduling and flying a payload on the Space Shuttle.

The procedure begins with the receipt of the Request for Space Shuttle Flight Assignment (NASA Form 1628) from a customer. The form is reviewed and if it meets the appropriate criteria, the payload is authorized for flight assignment. Once approved and prioritized, the payload is placed in the queue for manifesting on a future flight. At any point in time there is a working FAWG Planning Manifest and an official Baseline Manifest. This process prescribes the steps for these activities.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
M7	1	Receive request for Space Shuttle Flight Assignment. Review form for completeness, conformance to policy and to Shuttle capabilities.
M7	2	If the form is not acceptable, it may be returned to the originator for modification, or modifications may be made by M7 in consultation with the originator. Once the form is complete, conforms to policy and is determined to be suitable, the process continues.
M7	3	Prepare Authorization Memo, and obtain Deputy AA for Space Operations signature. Assemble, process and distribute the approved Payload Authorization Package. The package consists of the NASA Form 1628, the cover letter that accompanied the form, and the signed authorization memo. Update hardcopy files.

NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 8 of 9

If the authorized payload is a primary payload, it will be directly assigned a flight on the FAWG Planning Manifest. If the payload is a secondary payload, then its relative priority to other secondary payloads will be established.

M7	4	Solicit customer priorities for payload manifesting. This is done approximately on an annual basis.
M7	5	Develop an Integrated Secondary Payloads Priority List using the Priority Lists received from each customer. The final Integrated Secondary Payloads Priority List is sent to the Lead Center. On-going insertions in the priority list may result from a request for a new payload.
M7	6	Assess FAWG Planning Manifest. This activity occurs on a weekly basis. If there are changes, provide direction to the Lead Center (Process Step 7). If there are no changes, continue with the comparison of the FAWG Planning Manifest and the current Baseline Manifest (Process Step 8).
M7	7	Provide direction to the Lead Center, as a result of the FAWG Planning Manifest assessment.
M7	8	Compare FAWG Planning Manifest to the current Baseline Manifest. If there is little difference between the Planning Manifest and the Baseline Manifest, or if the Planning Manifest appears unstable (in that changes are actively occurring), weekly planning assessments will continue.

NASA Headquarters - Code M		
Code M Shuttle Payload Manifest Process	HOWI8680 - M011	Revision: Baseline
	Date: December 14, 1998	Page 9 of 9

M7	9	Create a draft Baseline Manifest. This activity is undertaken when the FAWG Planning Manifest appears to be stable and when the changes to the planning manifest relative to the Baseline Manifest are significant.
M7	10	Participate in program and customer reviews of the proposed Baseline Manifest. The purpose of this activity is to gain concurrence on the proposed new Baseline. If there is nonconcurrence, the draft Baseline is reworked to resolve issues. When concurrence is obtained, processing continues.
M7	11	Approve Baseline Manifest. This activity results in the publication of a new Baseline Manifest, replacing the previous version. The new Baseline remains the official manifest, until replaced.

7.0 RECORDS

Record Identification	Owner Location		Retain	Media
<u>Payload Authorization Package</u> consisting of: <ul style="list-style-type: none"> Form 1628 Cover letter that accompanied 1628 Signed Authorization Memo 	M-7	M-7	Until the payload has flown all requested flights	Hardcopy
<u>Integrated Secondary Payloads Priority List</u>	M-7	M-7	3 years (minimum)	Hardcopy
<u>Signed Baseline Manifest</u>	M-7	M-7	3 years (minimum)	Hardcopy

The shuttle payload manifest records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.